

Rhode Island Local Emergency Planning Committee #2 City of Providence

C/o Providence Emergency Management Agency
& Office of Homeland Security
591 Charles Street
Providence, RI 02904
(401) 228-8000

Meeting Minutes of 11 June 2014

(Submitted by Craig H. Kampmier, Secretary)

ATTENDEES: (• = present)

Organization	Representative
Aramark	Robin Guevarez
Brown University	Henry Huppert
	Stephen Morin
City of Providence, Planning & Development	Dave Everett
City of Providence, Department of Inspections & Standards	Peter D. Carnevale
Community Group Representative	Vacant
• Contech Medical	• Collin Guibeau
• Dominion Energy	• Chris O'Connell
Enterprise Products	Gary Waldron
• Exxon Mobil	• John S. Andrade
• Ferguson Perforating	• Bob Audette
	Bill Ostigay
Holcim US	Barry Nugent
	Scott Smith
Hudson	Joe Murphy
• Johnson & Wales University	Chris Harwood
	• Susan Mayo
	• Richard Moore
Lehigh Cement	Jeffrey Halliday
• Mahr Federal, Inc.	• Thomas Armstrong
	• Carol Gaboriault
Meeting Street School	Jim Butterworth
Miriam Hospital	Kenneth M ^c Parlin
• Narragansett Bay Commission	• Dave Aucoin
	• Kerry Britt
National Grid	
Providence & Worcester Railroad	Steve Buckless
	Andrew Zompa
• Providence Emergency Management Agency	• Peter Gaynor
	Peter Marinucci
	• Felicia Porawski-Balbi
• Providence Fire Department	• Jeffrey Varone
Providence Port	Steve Curtis

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• RIBI Security		Bob Johnson
	•	Carl Santilli
	•	Kevin Laiter
• RI Committee on Occupational Safety & Health (RICOSH)	•	Jim Celenza
RI Department of Environmental Management (DEM)		Jill Eastman
• RI Department of Health (DoH)	•	David Balbi
• RI Disaster Medical Assistance Team (DMAT) & Medical Reserve Corps (MRC)	•	Craig H. Kampmier
RI Emergency Management Agency (RIEMA)		Paul D'Abbraccio
• Lifespan / RI Hospital, The Miriam Hospital	•	Peter Ginaitt
RI Public Transit Authority (RIPTA)		Jamie Pereira
• RI School of Design (RISD)	•	Alan Cantara
• Roger Williams Medical Center, St. Joseph's / CharterCARE Health Partners	•	Scott Atkins
		Gina Gilmore
		Tom Lawrence
• Save the Bay	•	Michael Russo
Seebald & Associates		Ray Seebald
• Sims Metal Management		Michael Weiderman
	•	Scott Jacobs
• Univar USA		Mike Duchesne
		Mitch Stevens
	•	Brian Strayer
U.S. Coast Guard		Keith T. Hanley
		John T. Kondratowicz
		Erin G. Lambie
		Joanna L. Moran
		Joshua I. Nix
		Peter A. Popko
U.S. Dept. of Labor, Occupational Safety & Health Administration		Maryann Medeiros
U.S. Environmental Protection Agency Region 1		Jim Gaffey
Women & Infants Hospital		Matt Griswold
Member(s) of the Public		

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- Meeting was called to order at 10:04 a.m. by Chairperson Jeffrey Varone, Battalion Chief, Providence Fire Department, in the first floor auditorium of the Providence Public Safety Complex, 325 Washington Street, Providence, RI 02903.
- A motion was made, seconded and approved to amend the minutes of 12 March 2014 for the Report of Providence Fire Department on page 3; there were not two (2) incidents but three (3), as follows: “ There are three (3) hazardous material incidents to report. A car struck a gas pump on Branch Avenue; on Hope Street and Blackstone Boulevard a garage mechanic was working on a car when a fire occurred; and there was an underground explosion on Point Street; the incident remains under investigation.” With the amendment, the minutes from the 12 March 2014 meeting, distributed by email, were approved.

Correspondence/Handouts: None

Reports

City of Providence:

Communications: No Report
Emergency Management Agency (PEMA): No Report

Providence Fire Department: *Battalion Chief Jeffrey Varone (LEPC #2 Chairperson)*

- Hazardous materials training is ongoing.
- Facility walk-throughs continue for firefighter site familiarization.

Inspections & Standards:	No Report.
Mayor's Press Office:	No Report.
Planning & Development:	No Report.
Police Department:	No Report.
Public Property:	No Report.
Public Schools:	No Report.
Public Works:	No Report.
Solicitor's Office:	No Report.
Tax Assessor:	No Report.

State of Rhode Island:

Department of Environmental Management (DEM): No Report.

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Department of Health (DoH):	No Report
Department of Labor and Training (DLT):	No Report.
Emergency Management Agency (RIEMA):	No Report
RI Public Transit Authority (RIPTA):	No Report

State Emergency Response Commission (SERC): *Jeffrey Varone (LEPC #2 Chairperson)*

- Speaking on behalf of the SERC, the Chairperson reported the RIEMA director is reformulating the funding streams, ending private corporation training funding; a training fund recipient must be a part of the government. Discussion is ongoing.

Federal Government:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):	No Report
U.S. Environmental Protection Agency (EPA):	No Report
U.S. Coast Guard - Sector Southeastern New England:	No Report

Colleges/Universities:

Brown University:	No Report
Community College of Rhode Island (CCRI):	No Report

Johnson & Wales University (JWU): *Susan Mayo*

- An active shooter exercise was conducted at the Harbourside Campus; appreciation was extended to PEMA.

Providence College (PC):	No Report
Rhode Island College (RIC):	No Report
Rhode Island School of Design (RISD): <i>Alan Cantara</i>	

- The Emergency Management Committee is active; they met in May.
- They have approximately fifty (50) buildings on the eastside and they have wanted to relook at / pursue a building emergency coordinator or point of contact for those buildings and to provide training.
- Hurricane planning will begin at the end of June.

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University of Rhode Island (URI): No Report

Hospitals:

Butler Hospital: No Report
Hasbro Children's Hospital: +
Providence VA Medical Center: No Report

Rhode Island Hospital: *Peter Ginaitt, Lifespan Director of Emergency Preparedness*⁺

- Hazardous Materials: Expanding radiation portals.
- The Gamma Knife was recharged. Additional security, and collaboration with the Providence Police Department were in place.
- Would like to do more with hazardous material issues; possibly partner with the City of Providence.

Roger Williams Medical Center: *Scott Atkin*

- Hazardous Materials: Radiation portal monitors are also in discussion. Settings need to be reviewed during a meeting of their Emergency Management Committee. Two (2) monitors are in place, with a third (3rd) being considered.
- A federally sanctioned exercise through the Radiation Injury Treatment Network (RITN) will be conducted in July, and is being coordinated through our Bone Marrow Transplant.
- A suggestion from the floor was made by Peter Ginaitt, to engage with the RI Civil Support Team (CST). The Chairperson mentioned that the Providence Fire Department is training with the CST today on clandestine labs. Suggested was that the Chairperson explore the possibility of the CST demonstrating their skills and capabilities at the September meeting.

The Miriam Hospital: +
Women & Infants Hospital: No Report.

Non-Governmental Organizations:

Red Cross / Visiting Nurse Association (VNA): No Report.
RI Public Transit Authority (RIPTA): No Report.

Industry:

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Facility Representatives / Owners:

- Ferguson Perforating Company: *Bob Audette, Facilities/EHS Manager*

-Due to a Fire related incident that happened in March, it became evident that our Emergency Action Plan was inadequate. Consequently, We are reviewing and modifying our plan. The plan was OK for the standard work week and day shift but the notification and headcount portion didn't properly address the 2nd shift and our limited Friday shift. In conjunction with modifying and retraining I am having the alarm company install a siren activation switch so that we can practice our updated plan internally. Once comfortable we will invite the Fire Department to join us in a drill. The other issue that we discussed and I am waiting on from Frank Silva, the Fire Marshall, was that we occupy 2 building on the same property and they have separate alarms. I would like to install some method for notifying one building when the other has an issue. Options would be to tie the siren together or to activate some other form of notification, IE: strobe light or different siren to avoid confusion. I want to make sure we don't create a safety issue for our first responders.

- Narragansett Bay Commission: *Dave Aucoin, Safety Compliance Coordinator*

EH&S Training:

Powered Industrial Trucks (classroom & field) training was conducted for all applicable NBC staff in March and April. This is a 3 yr. training cycle. Annual Permit-required Confined Space Field training is ongoing for all applicable employees.

NBC recently met with the Central Falls Fire Dept. to plan a confined space rescue drill with NBC field staff, but discovered that the CFFD is not trained in confined space rescue and that some of their existing equipment needs re-certification. As a result of this meeting, NBC has reached out to the Providence Fire Dept. to ensure that emergency rescue services would be available in the event that a NBC employee should need to be rescued from a confined space within Central Falls, such as a manhole. Discussions with Chief Kenyon and Inspector Doughty at PFD are ongoing. NBC is also reviewing the rescue capabilities of each fire

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department within NBC's Servicing District, which is comprised of 10 cities and towns. NBC does not have a designated on-site confined space rescue team, and therefore relies on the local fire departments for emergency rescue.

Providence Harbor Co-op:

No report.

Old Business:

•PORTEX 2014

-Providence Emergency Management Agency: *Peter Gaynor, Director*

The Director distributed and discussed the information provided in the PDF content inserted below.

An explanation of the audible alerting system indicated there are four (4) sirens in the city: (1) Conley's Wharf; (2) Providence Fire – Engine 13 & Rescue 1; (3) Johnson & Wales University, Harbourside Boulevard; and (4) Port of Providence Exxon Mobil Terminal, East Providence. Brown University owns three (3) sirens located at Brown on the eastside. The city sirens are intended to alert and capture the attention of the Port of Providence occupants. The voice messages sounded at these locations carry a shorter distance and are not intended to be heard inside of buildings. The sirens, and loud speakers with informational messages, are tools to cue businesses and residences that something is happening so they can check media or computer sites for information.

Four (4) Controllers for the Siren/ Where They Can Be Activated: (1) The Providence Emergency Operations Center (EOC) at PEMA; (2) Providence Police & Fire Communications Center; (3) Providence Fire, Division 1 Chief's Car; and (4) Providence Command Center.

Johnson & Wales University can activate the siren located on their property on Harbourside Boulevard for JWU needs.

Continued below after the PEMA and NBC submitted reports.

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2104 Port of Providence Evacuation Drill – QUICK LOOK

Overview: On Thursday, May 29, 2014, the Providence Fire Department, in coordination with the Providence Emergency Management Agency and LEPC-2, conducted the annual Port of Providence Evacuation Drill.

Exercise Preparations: During the four months leading up to the exercise the LEPC-2 conducted the following activities:

- Rewrote the Port of Providence Evacuation Plan;
- Increased the footprint of the port;
- Re-drew the Port of Providence Evacuation Map;
- Added and adjusted Rally Points;
- Updated the Recall List;
- Mailed letters to each Port business in order to solicit accurate contact information;
- Conducted three Planning Conferences.

Mailing Statistics:

- Number of businesses sent letter via USPS mail: 183
- Number of businesses that responded: 82
- Total Percentage of businesses that responded: 44%

Note: Section I of the New Map was not sent letters. To be addressed in 2015 years evacuation.

Emergency Notification System (ENS) Statistics (day of drill):

Note: The total contacted number includes contacts from three main lists;

- The 82 businesses that positively responded to our mailing;
- The preexisting list derived from the LEPC-2 Contact List; and
- The Providence public safety personnel.

- Total Contacted via ENS: 188
- LEPC-2 Members/Public Safety Personnel: 93
- Other Members: 95

Of the 93 Members contacted, 60 responded for a total percentage of 64%

After-Action Items

1. Item #1: Management of the LEPC-2 Contact List. It is now merged with ENS Port list. Recommendation: There will only be one list; all contacts will be on ENS list to avoid confusion.
2. Item #2: Educating ENS message recipients about the ENS system. ENS uses several different out-of-state phone numbers to notify ENS members. Numbers could be from anywhere in the US. Recommendation: Use the ENS system to remind LEPC-2 members of the quarterly meetings. This will help with getting use to receiving a phone call.

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NBC participated in the annual Port Evacuation Drill on 5/29. NBC's internal Emergency Action Plan was exercised during the drill. 11 NBC volunteers evacuated to NBC's off-site emergency evacuation rally point 'Rhodes on the Pawtuxet' in Cranston, once NBC's P.A system conveyed the ENS message to all employees. The message was received at 10:16 AM. NBC's accountability at Rhodes was called in to Providence Fire Dispatch at 10:23 AM. One NBC employee also reported to the rally point on Eddy St. to check-in.

NBC feedback:

All NBC ENS contacts received the ENS phone message, which was very clear and easy to understand. It was noticed that the ENS phone number that was received on caller ID was an in-state number. NBC's ENS contacts didn't receive any texts or emails after the voice message was received.

Continued from above:

In July "Code Red" will be in place; RIEMA has contracted for the state. PEMA is going to use for Providence. New "Smart Phones" will have built-in receivers per a federal requirement; NOTIFICATION, 90 character text with direction, e.g. turn on TV for info / direction. Alan Cantara asked if RISD perceives a problem, can they contact PEMA and request a message be sent out. The answer given was that there shouldn't be any reason preventing a message from being sent.

After-Action Items:

Dialers from outside of Rhode Island provide notifications, i.e. for redundancy, and will show as out of state phone numbers.

Realizing there are problems, trying to find more rally points.

Accountability relative to rally points. Life safety factor for people in a building and people who must search for them.

Please verify the contact list prior to leaving the meeting. Let employees know they need to answer the phone calls if their name is on the list; you / they have emergency management responsibilities.

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David Balbi's observation was that directional signage to the rally points would be helpful.

Director Gaynor mentioned automated rally point check-in would improve the traffic flow and data tabulation.

Chairperson Varone asked about HSEEP training (Homeland Security Exercise and Evaluation Program - doctrine consists of fundamental principles that frame a common approach to exercises). Director Gaynor replied that Felicia Porawski-Balbi is the HSEEP point of contact. There is a FEMA EMI (Emergency Management Institute) Independent Study (IS) online course, and a four (4) day course at EMI in Emmitsburg, MD. Peter Ginaitt suggested that HSEEP templates be provided to private industry.

IS-120.A: An Introduction to Exercises:

<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-120.a>

IS-130: Exercise Evaluation and Improvement Planning:

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-130>

FEMA EMI training courses:

<http://training.fema.gov/emi/>

Homeland Security Exercise and Evaluation Program:

http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf

Chairperson Varone, Providence Fire Battalion Chief, reported the HazMat Team deployed approximately 18 monitors for the exercise. However, there were some conflicts between old and new software.

David Balbi requested that Department of Health be notified of an incident so that they can notify all hospitals. Through the HCS (Hospital Capacity System) every hospital in the state can be notified at the same time.

New Business

- Business Continuity of Operations Plan (COOP): *Jeffrey Varone (LEPC #2 Chairperson)*

A U.S. DHS video on COOP was shown. Asking the meeting attendees who had a COOP, about 50% raised their hand. The Chairperson referred back to a statement

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made in the movie that after three (3) years 75% of businesses that had had a problem but no plan went out of business.

- National Grid Live Line Demonstration. Director Gaynor stated the demonstration will occur on Friday August 8, 2014. All are welcome to attend; please contact Felicia Porawski-Balbi.

- Providence will be involved with an exercise this Friday, Tin Can, which involves approximately fifteen (15) teams.

- Operation Carrot. A computer program initiative that allows you to call up all data about a location, i.e. 20 South Street – shows building with all information. Meetings with business owners that own multiple properties, check against the names in CAD and make corrections. Databases still contain names of extinct businesses / properties.

Adjournment: The meeting adjourned at 11:08 a.m.

The next LEPC 2 Quarterly Meeting will be held on Wednesday 10 September 2014 at 10:00 a.m. in the Providence Public Safety Complex's first floor Main Auditorium.

Please visit the LEPC #2 website at www.rilepc.org to check for previous meeting minutes, upcoming events, training opportunities, and important compliance information.